

**Hessequa Municipality**



**MUNICIPAL SUPPLY CHAIN MANAGEMENT  
INVITATION TO SUBMIT CLOSED QUOTATION**

**PROVISION OF HANDYMAN RELATED SERVICES TO VARIOUS  
MUNICIPAL PREMISES IN THE HESSEQUA AREA FOR A PERIOD OF  
SIX (6) MONTHS**

**RQ Nr: 61860**

**13 November 2018**

**Dear Sir/Madam**

Please provide a written quotation for the supply of goods and / or services as detailed in the list attached.

The quotation must be submitted, on the official letterhead of your business, by the one of the following means for the attention of Ms Carisha Prins

- Email [carisha@hessequa.gov.za](mailto:carisha@hessequa.gov.za)
- Per Hand at the Hessequa Municipality SCM offices, Post Office Building, 19 Main Road, Riversdale, 6670

**QUOTATIONS MUST REACH THE MUNICIPALITY BEFORE OR AT 12:00 ON TUESDAY  
20 NOVEMBER NO LATE QUOTATIONS WILL BE CONSIDERED**

The following conditions will apply to all quotations:

- Prices quoted must be firm, inclusive of VAT and where applicable for delivery to the address indicated below. The total amount of the quotation must also be clearly indicated;
- Please refrain from quoting on goods that are out of stock or not usually stocked by your company, or indicate on your quotation that this is the case and what the delivery period on those items will be;
- If your quotation is accepted, goods and/or services must be supplied and delivered to the below mentioned address, accompanied by your delivery note and invoice (if possible);
- Quotations must to be valid for a period of 30 days;
- The delivery period must be indicated.

- The closed quotation is subjected to the General Conditions of Contract as contained in MFMA Circular 25 of 2005 and the conditions contained in Hessequa Municipal SCM POS section 3.2.4.
- If a quotation is submitted for the goods; services or works requested, you the supplier accepts the conditions of this quotation and that the goods; services and works will be supplied or constructed as per this quotation.
- A formal order will be issued to the successful supplier that will be a written instruction to the supplier to supply; deliver or construct as per specifications contained in this quotation.
- If a quotation are called for a specific number of items, Council reserves the right to change the number of such items to be higher or lower. The successful quotationer will then be given an opportunity to evaluate the new scenario and inform the Municipality if it is acceptable. If the successful quotationer does not accept the new scenario, it will be offered to the second-placed quotationer. The process will be continued to the Municipality's satisfaction.

If your quotation does not comply with above stated conditions, your quotation will not be considered.

If you have not received a response from the Municipality within thirty (30) days after the closing date of the quotation, please regard your quotation as unsuccessful.

Should you be interested in wanting to know to who the successful quotationer was, you may consult our website at [www.hessequa.gov.za](http://www.hessequa.gov.za) where monthly reports on awards will be published.

Quotations will be evaluated and adjudicated in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000), The Preferential Procurement Regulations, 2017 and the Hessequa Municipality's Supply Chain Management Policy, for which 80 points will be allocated in respect of price and 20 points in respect of B-BBEE contribution.

**It is estimated that prospective suppliers should have a CIDB contractor grading of 1GB OR higher**

The Municipality reserves the right to withdraw any invitation for closed quotations and/or to re-advertise or to reject any quotation or to accept a part of it. The Municipality does not bind itself to accepting the lowest quotation.

Any Prospective Service Provider must make sure that they are registered and are valid on the Database of Hessequa Municipality and/or on the Centralised Supplier Database (CSD) and that they are in possession of a Valid Tax Clearance Certificate.

Please address any technical enquiries regarding the specifications to Mr Albert Kleynhans  
Tel: 028 713 8022 or any Supply Chain Management related enquiries to Ms Carisha Prins at  
Tel: 028 713 7974.

**Important note: a valid original or certified B-BBEE certificate must be submitted with the documentation. (MBD 6.1 Preference Points Claim form need to be completed to claim points. NB- Only points claims will be awarded. The MBD 6.1 is available from the municipal website at**

[www.hessequa.gov.za](http://www.hessequa.gov.za) under the tab SCM INFO AND REPORTS or at the Supply Chain Management offices at Post Office Building, 19 Main Road, Riversdale.)

**PROVISION OF HANDYMAN RELATED SERVICES:**

Hessequa Municipality intends to appoint a Service Provider for a period of 6 months to render handyman related services at the various Municipal premises situated in Gouritsmond, Albertinia, Riversdale, Heidelberg, Witsand, Slangrivier, Stilbaai, Melkhoutfontein and Jongensfontein.

**2.1.1 The successful bidder will be remunerated after the completion of every project as follows:**

1. Per Hour (The rate per hour as quoted in this quotation multiplied by the total hours spend on the completion of a project) and should the services of a sub-contractor be required to deliver a certain service, approval for the services of the sub-contractor must first be given by the project manager. The handyman must provide a quotation stating the actual cost to obtain such service from the sub-contractor and present the quotation to the Municipal official for his approval. This includes the cost to rent certain equipment.
2. Actual cost price of material used to complete the project plus 15%
3. The kilometre tariff of R2.00 per kilometre travelled.

**2.1.2 With reference to point one above:**

- a) The actual hours spend on this project must reflect on the invoice of the successful bidder.
- b) The rate per hour may be apportioned proportionately if the time spend are not a full hour.
- c) Travelling time may not be charged.

**2.1.3 With reference to point two above:**

The actual invoice as proof of materials used on this project must be submitted together with the invoice of the successful bidder after the completion of the project. The actual cost price plus 15% must reflect on the invoice of the successful bidder.

**2.1.4 With reference to point three above:**

- a) No kilometre tariff may be charged for travelling if work is done in the town of primary residence of the successful bidder.
- b) The following distances shall be used to determine the amount payable for travel purposes:  
 Riversdale – Heidelberg: 33km’s  
 Heidelberg – Witsand: 42 km’s  
 Heidelberg – Slangrivier: 9 km’s  
 Riversdale – Stilbaai: 43km’s  
 Stilbaai – Jongensfontein: 9km’s  
 Riversdale- Albertinia: 37km’s  
 Albertinia – Gouritsmond: 38km’s

Should the bidder be from an area outside one of the above mentioned areas, the application “distance calculator” will be used to determine the distance travelled from the town of residence to the town where the work must be performed

<b>2.1.5 Specifications</b>		
2.1.5.1 An Municipal Official must in writing give instruction to the successful bidder to perform the work with a description of the specific works in writing.		

2.1.5.2 The successful bidder must, before the commencement of the work confirm to the Municipal official in writing on the template provided what the estimated hours will be to complete this project and after an agreement has been reached, the work may commence.		
	<b>Comply Yes/No</b>	<b>Page to reference</b>
2.1.5.3 The successful bidder must, before purchasing the material necessary to complete the project, inform the Municipal official in writing on the template provided what the estimated cost will be and after an agreement has been reached regarding the cost of the material, the material may be ordered/purchased.		
2.1.5.4 If at any stage during the project, the successful bidder realises that the estimated cost of the material or the estimated hours will exceed 15% of the previously agreed cost of material or hours, the Municipal official must be informed in writing and the new terms (hours and cost of material if applicable) must be agreed upon in writing.		
2.1.5.5 After the completion of the project the successful bidder must submit an invoice containing the following relevant information regarding the work performed: a description of the work and place of work, the hours spend on this project and rate per hour, the invoice indicating the actual cost of materials plus 15% and the km's travelled multiplied with R2.00 per km.		
2.1.5.6 No payment in advance will be made for work performed and for materials purchased.		
2.1.5.7 The successful bidder is responsible to ensure that the necessary safety clothing and safety precautions are taken for himself and/or for his/her personnel while performing the works.		
2.1.5.8 All tools and equipment necessary to perform the works must be provided by the successful bidder.		
2.1.5.9 The successful bidder must before the commencement of the project indicate in writing how many labourers is required to assist him with the project by completing it on the template provided. Please note that the tariff per labourer, if required must be quoted separately and are not included in the per hour tariff of the service provider.		
2.1.5.10 The successful bidder must start with the work as described by the Municipal official within 7 working days after receiving the written instruction, including the day on which the instruction was issued, but in cases of emergency the successful bidder must attend to the problem within 48 hours after receiving		

such instruction in writing from the Municipal official.		
2.1.5.11 Should the successful bidder be unable to deliver such services within the above timeframes the Municipality may use another service provider to complete the specific project.		
	<b>Comply Yes/No</b>	<b>Page to reference</b>
2.1.5.12 The service provider must provide at least 4 relevant written references including the following: A description of the work that was performed, a description of premises where the work was performed, was the client satisfied with the quality of the work and the contact details of the client. The service provider must have at least 4 years relevant experience in the rendering of handyman services.		
<p>2.1.5.13 The handyman services will include the following work, but is not limited to the work as described below:</p> <ul style="list-style-type: none"> <li>➤ Painting of chalets, roofs and ablution facilities.</li> <li>➤ Installation of built in cupboards and the repair of built in cupboards.</li> <li>➤ Tiling of floors, showers and walls.</li> <li>➤ Installation of doors, windows, locks, glass, door handles, soap trays and towel rails and hooks.</li> <li>➤ Installation/replacing of roof sheets, gutters and waterproofing of roofs.</li> <li>➤ Building of and repair of braai facilities and other general building works.</li> <li>➤ Installation of shower heads and taps.</li> <li>➤ Installation of basins, baths and shower panels.</li> <li>➤ Installation of mirrors</li> <li>➤ Replacing electric switches and plugs</li> <li>➤ Laying of paving and concrete walkways.</li> <li>➤ The repair works on fencing that includes vibracrete walls.</li> <li>➤ Repair leaking pipes</li> <li>➤ Planting of poles to attach an tap to, repairing and varnishing of wood walkways</li> <li>➤ paint all inside walls (men/women) x 1 layer (Highly durable and washable plascon paint – Clifton color or by using a paint similar in quality and durability)</li> <li>➤ VARNISH ALL window frames and WINDOW SILLS WITH WOOD OIL(men/women)</li> </ul>		
2.1.5.14 The handyman must ensure that he <b>owns</b> the necessary equipment in order to render the above mentioned services (for example but not limited to hand tools such as an hammer, pliers, screw drivers, files, squares, wrenches, vise grips, paint scraper and an toolbox including a cordless drill, sander, glue gun		

<p>and staple gun, angle grinder and shovels, ladders, paint brushes, paint rollers and an wet and dry vacuum cleaner) Should the handyman wish to rent specific equipment to perform a specific task, he must get the approval from the Municipal official and must provide an quotation indicating how much the cost will be to rent such equipment, before renting such equipment. The equipment referred to includes for example scaffolding and an high pressure sprayer etc.</p>		
<p>2.1.5.15 The handyman must own his own single or double cab vehicle which must be used to render the handyman services.</p>		
<p>2.1.5.16 Should the handyman require the services of a sub-contractor during the rendering of the handyman services. Approval for the services of the sub-contractor must first be given by the project manager. The handyman must provide a quotation stating the cost to obtain such service from the sub-contractor and present the quotation to the Municipal official for his approval. Please note that no payments will be made to the other contractor, all payments will be made to the appointed handyman who is responsible for all arrangements between himself and the other contractor. The amount for which the service is rendered by the contractor must reflect on the invoice of the handyman after completion of the works. Please note that the actual amount will be paid and that 15% will not be paid on top of the actual amount that the contractor charged.</p>		

DECLARATION,  
I, THE UNDERSIGNED  
(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED ABOVE IS CORRECT. I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

AUTHORISED SIGNATURE: .....

NAME: .....

CAPACITY: .....

DATE: .....

**The Contractor must complete the following pricing schedule:**

**Tariff per hour (The tariff quoted will be fixed for the 6 month period): per handyman:**

	<b>6 Months</b>
WEEKDAY (MONDAY TO FRIDAY 06:00 – 18:00)	R
WEEKEND (FRIDAY 18:01 – MONDAY 05:59)	R
PUBLIC HOLIDAYS	R

**Tariff per hour (The tariff quoted will be fixed for the 6 month period): per labourer assisting the Handyman if necessary:**

	<b>6 Months</b>
WEEKDAY (MONDAY TO FRIDAY 06:00 – 18:00)	R
WEEKEND (FRIDAY 18:01 – MONDAY 05:59)	R
PUBLIC HOLIDAYS	R

**The Contractor must complete the following pricing schedule:**

**Tariff per hour (The tariff quoted will be fixed for the 6 month period): per handyman:**

	<b>6 Months</b>
WEEKDAY (MONDAY TO FRIDAY 06:00 – 18:00)	R
WEEKEND (FRIDAY 18:01 – MONDAY 05:59)	R
PUBLIC HOLIDAYS	R

**Tariff per hour (The tariff quoted will be fixed for the 6 month period): per labourer assisting the Handyman if necessary:**

	<b>6 Months</b>
WEEKDAY (MONDAY TO FRIDAY 06:00 – 18:00)	R
WEEKEND (FRIDAY 18:01 – MONDAY 05:59)	R
PUBLIC HOLIDAYS	R

**The contractor must provide at least 4 written references with the submitting his/her bid which includes at least the following information:**

1. The name and contact details and e-mail address of the reference.
2. A description of the work done and the month and year in which the work was completed.
3. Was the reference satisfied with the quality of the work.

**The closed quotation will be evaluated based on the average rate per hour for the six (6) months period:**

**The average rate per hour (per handyman and per labourer) will be multiplied with the number of hours in the table below**

Total working hours during the weekday handyman (1)	400 hours
Total labourer (1) hours during the weekday	200 hours
Total working hours during the weekend for handyman (1)	50 hours
Total labourer (1) hours during the weekend	30 hours
Total working hours during the public holidays for handyman (1)	40
Total working hours during the public holidays for labourer (1)	30

The actual hours may however differ from the above scenario.



**REQUEST FOR HANDYMAN SERVICES:**

<b>Date:</b>	
<b>Municipal Official (name):</b>	
<b>Area / Town:</b>	

**Description of works:**

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Initially agreed upon hours to complete the project: \_\_\_\_\_ Hours

Is a labourer required to assist? YES / NO

If yes, what is the number of labourers? \_\_\_\_\_

<b>Actual date and time of commencement of work:</b>			
<b>Date</b>	<b>Start time</b>	<b>End time</b>	<b>Total hours</b>

Total actual hours for the works: \_\_\_\_\_ Hours

Total actual hours for the labourer/s: \_\_\_\_\_ Hours

Total actual cost of material: R \_\_\_\_\_

Rental of equipment: Yes of No. If yes a description of the equipment and the rental price of the equipment:

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Rendering of services by another service provider: Yes of No. If yes an description of the work that will be performed by the service provider and the cost of the service:

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Does the actual cost of material or actual hours exceed the planned cost of material or planned hours by more than 15%? YES / NO

If YES, was the variance communicated to the Municipal official in advance? YES/NO

Total km's travelled by the Service provider (tick the correct box)

Riversdale – Heidelberg (33km)		Stilbaai – Jongensfontein (9km)	
Heidelberg – Witsand (42km)		Riversdale – Albertinia (37km)	
Riversdale – Stilbaai (43km)		Albertinia – Gouritsmond (38km)	
Heidelberg - Slangrivier (9km)		Albertinia - Stilbaai (40km)	
Other		Other	

Number of days the route was travelled: \_\_\_\_\_

Total Km's travelled for the project: \_\_\_\_\_

\_\_\_\_\_

**MUNICIPAL OFFICIAL**

\_\_\_\_\_

**SERVICE PROVIDER**

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

**FINAL CALCULATION OF INVOICE AMOUNT:**

	<b>RATE PER HOUR/KM (Exclusive of VAT)</b>	<b>TOTAL HOURS/KM'S/MATERIAL COSTS – ACTUAL + 15% (Exclusive of VAT)</b>	<b>TOTAL AMOUNT (Exclusive of VAT)</b>
<b>HANDYMAN</b>	R		R
<b>LABOURER</b>	R		R
<b>TRAVEL</b>	R2.00		R
<b>MATERIAL (ACTUAL)</b>		R	R
<b>OTHER SERVICE PROVIDER IF APPLICABLE (ONLY THE ACTUAL COST OF IS PAYABLE)</b>			R
<b>RENTAL OF EQUIPMENT IF APPLICABLE (ONLY THE ACTUAL COST OF IS PAYABLE)</b>			R
<b>SUB-TOTAL</b>	R	R	R
<b>VAT INCL. (15%)</b>	R	R	R
<b>TOTAL</b>	R	R	R

This document must be submitted together with the invoice to the creditors department. Supporting documents must include the invoice of other service providers, material purchased and equipment leased however the total amount reflecting on each of these invoices must be totalled and included on the invoice of the Handyman as the Municipality will only make payments to the handyman.